

APPRAISAL/DRAWING TECHNICIAN

Created: May 2015

Department: Finance
Section: Assessing
Reports to: City Assessor

Approved by:
Employee Signature: _____

Department Head Signature: _____

DESCRIPTION OF WORK

General Statement of Duties: The technician will assist the City Assessor and appraisers with the conversion, implementation, and maintenance of the property data in the Computer-Assisted Mass Appraisal System by drawing sketches of the building and entering parcel data. The technician will also carry out other related tasks as assigned.

Supervision Received: Works under the general and direct supervision of the City Assessor.

Supervision Exercised: None.

EXAMPLES OF WORK: An asterisk (*) denotes those functions important and essential in accomplishing the purpose of this job. Some of the reasons why a function could be considered essential are: 1. The position exists to perform the function. 2. There are a limited number of other employees available to perform the function, or among whom the function can be distributed. 3. A function is highly specialized and the person in the position is hired for special expertise or ability to perform it.

90% Transfers collected field notes, draw building sketches and enter other parcel information into Computer-Assisted Mass Appraisal System; uses digital drawing software, GIS, mapping, and general office software systems in the data collection process.

10% Assists the City Assessor with other tasks that arise as needed.

Performs other duties of a comparable level/type as required.

MINIMUM QUALIFICATIONS:

Education and Experience: High School graduate or a GED certificate with a working knowledge of personnel computer software applications.

Required Knowledge, Skills and Abilities:

- Basic knowledge of building construction materials, practices, and terminology.

- Ability to learn real property appraisal and assessment principles and practices.
- Ability to operate general office equipment, sketching software, and computers.
- Ability to carry out assigned tasks with general supervision.
- Ability to communicate effectively both orally and in writing.

The physical activities of this position are:

Fingering: Picking, pinching, tying or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.

Hearing: Perceiving the nature of sound with no more than a 40 db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making the fine adjustments on machined parts.

Repetitive motions: Substantial movements (motions) of the wrists, hand and/or fingers.

The physical requirements of this position are:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

The visual acuity requirements including color, depth perception and field of vision for this position are:

MACHINE OPERATORS (including inspection), INSPECTION, CLOSE ASSEMBLY, CLERICAL, ADMINISTRATIVE: This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

The conditions the worker will be subject to in this position are:

None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).